

JOB DESCRIPTION

Job Title:	Play Club Supervisor (Level 3)
Department:	CYPS
Division:	Schools/Children's Centre
Grade:	Sc6
Range:	26-28
Responsible to:	Head Teacher/Deputy Head/Children's Centre Manager or nominee
Responsible for (where appropriate):	May manage Play Workers and Assistant Play Workers (including casual and temporary staff)

Job Purpose

- To be responsible for the planning and delivery of a wide range of creative and enjoyable inside and outside activities (in line with the Early Years Foundation Stage where applicable) for children during break times, after school, during extended activities or holidays as relevant.
- To include specific activities to promote healthy lifestyles and healthy eating.
- To ensure there is a secure and welcoming facility to support, motivate and supervise pupils.
- To be responsible for the health, safety, conduct and well-being of all pupils and play staff during Club operation times.

Key External Contacts

- External food suppliers
- Activity Providers
- Children and Families Services
- OFSTED, LBWF
- Parents

Key Internal Contacts

- Head teacher/Deputy Head or nominee
- Teaching and support staff
- Pupils

Major Tasks, Duties and Responsibilities

1 *Key Activities - Support for the School/Centre*

- Purchasing of food items and play materials within agreed budget.
- Drawing up menus, cooking/supplying and providing refreshments to children in line with government food hygiene standards.
- Ensuring all food hygiene paper work is completed as per regulations
- Ensuring safe, creative, appropriate play opportunities in a safe and caring environment.
- Carrying out day to day administration, record keeping (ensuring that the incident/accident book is maintained), ordering and purchasing materials and equipment.
- Encouraging parental involvement and support of the club; attend and contribute to meetings held with parents to discuss any concerns.
- Initiating close liaison with parents, carers, and other childcare and play related agencies.
- Having an understanding of the National Standards and the ability to meet to them.
- Understanding children as individuals particularly the characteristics, needs and interests of each age group.
- Valuing each child's background and experiences.
- Treating all children with sensitivity and fairness and respecting confidentiality.
- Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- Ensure the pupils are always supervised, arrive punctually to their classroom and are delivered safely to their parent/named carers.
- Ensure the playground equipment is used and stored properly and that the play areas are tidied up each day.
- Be punctual and reliable.
- Liaise with meals staff to ensure that systems are working effectively.
- Manage and lead a team of Lunchtime / After school / Holiday or Extended Club Play Workers/Play Assistants in the effective organisation and operation of the Children's Club(s).
- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school, reflect with team on successes and issues of concern, Induct new staff in policies, procedures and as part of a team, chair fortnightly meetings with breakfast/meals staff, cover absences, co-ordinate rotas and timetables.
- Keep up-to-date records and an accurate register, ensuring the correct numbers of pupils are present.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
- To support and implement the Council's policy on special educational needs and inclusion.
- To co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- To liaise with external agencies such as OFSTED, LBWF etc. to ensure that the school/centre meets statutory requirements for the provision of after school care.
- To ensure that staff ratios are maintained at all times.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

2 Key Activities – Support for the Pupils

- To promote Learning through Play.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Ensure that the meal/play arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Ensure that pupils who have special dietary needs receive the correct meal or refreshment
- Ensure that pupils eat their meal in a socially acceptable way.
- Encourage pupils to be independent in clearing away after a meal.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Administering first aid as necessary and ensuring the well-being of sick children.
- Establish constructive relationships with pupils and interact with them according to individual needs.

3 Key Activities – Organisation & Managerial

- Manage a team of Play Workers or Play Assistants.
- General supervisory responsibility for students
- Assist in recruiting staff and in managing associated employment procedures.
- Undertake induction/appraisal/training/mentoring for other staff.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Hold regular team meetings with managed staff.
- Liaise with outside suppliers/activity providers/external agencies.
- Liaise between head teacher, support staff, teachers.
- Attend all appropriate meetings as instructed by the head teacher.
- Participate in training and performance management as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Other Requirements

- To have an up-to-date Enhanced DBS Disclosure.

Play Club Supervisor

Level 3

Person Specification

1. Experience

- Minimum of 1-2 years experience of being involved with a play service in either a paid or voluntary capacity, for example, in playgrounds, junior playrooms, play centres or other equivalent play setting.
- To include planning, organising and supervising activities.
- Prior budgetary experience is essential.
- Supervisory experience is desirable.

2. Qualifications

- A qualification relevant to the role e.g. NVQ Level 3 in Playwork, Early Years, NNEB, PGCE, Bed, Youth Work qualification or other children related qualification.
- Recent Child Protection Training
- Current Health and Safety Certificate
- Food Hygiene and First Aid Training

3. Knowledge, Skills and Abilities

- Ability to relate well to pupils and adults.
- Working knowledge and understanding of child development and learning.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to prioritise and make decisions.
- Knowledge of food hygiene.
- Commitment to and understanding of Equal Opportunities.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Good numeracy/literacy skills and communication skills.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to cook meals or service appropriate refreshments.
- Ability to manage a small team.